

**DEPARTMENT OF CORRECTIONS AND REHABILITATION
FACILITY PLANNING, CONSTRUCTION AND MANAGEMENT
PROPERTY MANAGEMENT AND CABLING INFRASTRUCTURE BRANCH**

**CAPITAL OUTLAY PROGRAM MANAGER
(Associate Director)**

Under general direction of the Deputy Director, Facility Planning, Construction and Management (FPCM), the Associate Director (AD) provides leadership and direction to managers responsible for management of State-owned properties that are inactive, leasing and property management, and telecommunication and infrastructure renovation and repairs. The AD has central responsibility for supporting the needs for cabling and supporting infrastructure for various information technology projects, identifying and supporting the needs for leased space for all divisions of the Department, and maintaining inactive State-owned property under the Department's jurisdiction until disposition or reactivation.

Duties include, but are not limited to the following:

30% Responsible for managing teams to support infrastructure and cabling needs for information technology projects at State-owned facilities, the leased space needs of the Department, and management of inactive State-owned property under the Department's jurisdiction. The AD is also responsible for:

- Planning and directing the activities of program managers who are responsible for ensuring that specifications and plans are accurate and in compliance with the scope, schedule, applicable budget language, codes, regulations, and hazardous materials requirements.
- Providing technical project oversight during design and construction, quality assurance, ensuring code and contractual compliance as well as compliance with departmental criteria and objectives.
- Managing the preparation of site assessments, project allocations, and cost models using a combination of CDCR, public and private resources to support information technology projects.
- Managing leased properties, including tenant improvement projects, lease renewals, assisting programs through identifying their space and space configuration needs, coordinating leasing activities through the Department of General Services, and identifying opportunities to optimize the use of leased space.
- Identifying the maintenance needs and budget for inactive state-owned facilities, including participating in the transition of facilities identified for closure to inactive/warm shutdown status.
- Coordination of these activities with other branches within FPCM and other divisions within CDCR.
- Travels as necessary to conduct site visits at CDCR institution to consult with institution staff and contractors.

30% The AD serves as policy advisor to the Deputy Director, FPCM, in the areas of leasing, management of inactive facilities, transition of facilities from active to inactive, and infrastructure and cabling support for information technology projects. The AD is responsible for:

- Developing and implementing new policy, procedures, and priorities for the branch and representing the Department at public hearings.
- Formulating and implementing management policies, standards for time, cost and quality control, development of project schedules, monitoring fiscal status of all projects, and compliance with Federal, State and local building codes.
- Developing budgets and plans to transition facilities chosen for closure to an inactive/warm shutdown status.
- Recommending and implementing new and innovative methods of the leased space program to optimize the use of leased facilities in the most cost-effective manner possible.
- Coordination of these activities with other branches within FPCM and other divisions within CDCR.

20% Responsible for the oversight of repair, maintenance, and environmental services for inactive facilities. Program responsibilities are comprehensive and include but are not limited to:

- Near-term and long-range renovation, repair and maintenance planning.
- Long range budget planning.
- Developing plans for regulatory compliance and audit of regulatory compliance.

5% Keeps executive FPCM management aware of any significant issues within the branch's scope. Establishes and maintains quality assurance/quality control procedures for work product produced by the branch so that it is complete, clear, and free of material errors before distribution.

5% Participates in the selection of private consulting firms, participates in contract negotiation and reviews, evaluates and approves cost expenditures for improvement projects, repairs and maintenance, and environmental remediation.

5% Participates in FPCM staff meetings, makes presentations to Agency and Executive staff; responds as requested to control agencies; testifies at legislative committee and State Public Works Board meetings, as necessary.

5% Actively fosters a culture that enforces the department's values of service, leadership, integrity, accountability, respect, trust, and collaboration. Provides regular mentoring of subordinate managers and staff in the branch. Anticipates and proactively addresses problems.

KNOWLEDGE OF: All phases of the State's capital outlay process including how to differentiate between a capital outlay project versus support special repair/deferred maintenance project; architecture; details of planning, designing and constructing public buildings and correctional institutions and facilities; architectural building materials; costs, codes and construction methods; structural, electrical and mechanical engineering as related to buildings; principles of budgeting as related to the public works process; use and application of computers in project monitoring; methods of organization and personnel management; principles of budgeting; and the CDCR Affirmative Action Program objectives, a manager's role in, and the processes available to meet the objectives.

Knowledge of the organization and functions of the California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment; the goals and policies of the administration.

ABILITY TO: Analyze comprehensive architectural designs; present information clearly and effectively in graphic and written formats; analyze situations accurately and adopt an effective course of action. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative teams; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to achieve common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The following is a definition of the on-the-job time spent in physical activities:

Constantly:	Involves 2/3 or more of a workday
Frequently:	Involves 1/3 to 2/3 of a workday
Occasionally:	Involves 1/3 or less of a workday
N/A:	Activity or condition is not applicable

Ability to enter and perform duties in a State prison: Frequently – provide project/team leadership in a State prison facility and be in close proximity of inmates.

Ability to enter and perform duties in a State Parole Office: Frequently – provide project/team leadership in a State Parole Office and be in close proximity of Parolees.

Sight: Constantly – uses vision to perform duties.

Sitting: Constantly – in a normal seated position for extended periods while performing duties.

Standing: Occasionally - may stand continuously depending on project while performing duties.

Fine Finger Dexterity: Constantly – uses hands while performing duties.

Hand/Wrist Movement: Constantly – uses hands and wrists while performing duties.

Speech/Hearing: Constantly – uses hearing and speech to interface with other and perform duties.

Lifting: Frequently – lifts files and other items weighing from a few ounces to twenty five pounds while performing duties.

Reaching, Grasping and Arm movement in front of Body: Constantly – while performing duties.

Reaching Overhead: Occasionally – reaches overhead while performing duties.

Bending/Stooping: Occasionally – stoops or bends while performing duties.

Twisting of the Body: Constantly - twist body in all directions while performing regular duties.

Climbing: Occasionally - Ascend/descend or climb a series of steps/stairs or several tiers of stairs.

Pushing/Pulling: Frequently - pushes and pulls while performing duties.

Travel: Occasionally – must be able to operate a vehicle, board an aircraft or both to attend meetings, for training or to report to institutions or office site.

Pressing: Occasionally - Press with legs/feet while operating a vehicle and performing duties.

Walking: Frequently – walking is required while performing regular duties. Must be able to walk on a wide range of working surfaces.

WORK ENVIRONMENT:

- Office environment is thermostatically controlled with rug-covered floors.
- Business attire is required.

OFFICE TOOLS AND EQUIPMENT: Personal computer and related software, printer, telephone, pager, copy machine, shredder, fax and calculator.

WORK HOURS:

- Normal work hours may vary, but are usually from 8:00 AM to 5:00 PM, Monday through Friday.
- May be required to work over eight hours per day, and
- May be required to work weekends.